

**Probation Committee  
Judicial Conference of Indiana**

**Minutes  
October 31, 2003**

The Probation Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on October 31, 2003 from 1:00 p.m. to 3:00 p.m.

1. **Members present.** The following members of the committee were present: Douglas R. Bridges, Thomas Gray, Mark Stoner, Liz Pease, and John Surbeck, chair.
2. **Staff present.** Jane Seigel, Jenny Bauer, Bob Champion and Michelle Goodman provided staff assistance to the committee.
3. **Minutes approved.** The minutes from the August 15, 2003 meeting were approved.
4. **Years of service issue.** As requested by the Committee in August, Jenny Bauer distributed copies of IC 5-10.3-7-2 for discussion on the “years of experience” issue for part-time probation officers. This section of the Indiana Code defines membership in PERF for public employees. According to IC 5-10.3-7-2, part-time employees hired before July 1, 1982 who work less than 600 hours during a year and part-time employees hired after June 30, 1982 who work less than one thousand hours during a year are excluded from membership in PERF. Part-time employees working 600/1000 or more hours during a year receive service credit for the entire year. The Committee discussed following the PERF definitions to determine years of service for part-time probation officers. The Committee then voted unanimously to follow the PERF membership guidelines to determine years of service for part-time probation officers.
5. **Interstate Compact.** Jane Seigel reported that the Indiana’s State Council for the new Interstate Compact was appointed in September and held its first meeting on October 1<sup>st</sup>. The State Council selected Ms. Seigel as the new Compact Administrator for Indiana. Ms. Seigel also reported that the national Interstate Commission meets November 2-4 in Little Rock, Arkansas. Forty-eight states now belong to the new Compact and will be represented at the meeting in Arkansas. The purpose of the national meeting is to conduct a public hearing on the proposed rules for the Compact and to vote on the proposed rules. Ms. Seigel submitted written comments on the proposed rules on behalf of Indiana. The new rules will likely change the eligibility of misdemeanants and will not be effective until August 2004.

6. **Regional Meetings.** Bob Champion reported that the regional meetings for probation officers begin on November 6<sup>th</sup> in Valparaiso. The other meetings will be held on November 7<sup>th</sup> in Fort Wayne, November 12<sup>th</sup> in Lebanon, November 20<sup>th</sup> in Nashville and November 21<sup>st</sup> in Jasper. Mr. Champion reported that attendance at the regional meetings would be at an all time high, with a record 175 probation officers registered for the Nashville meeting. The topics for the meetings are the Interstate Compact, discussion of the recent budget hearings and the new salary schedule, Hispanic culture and court interpreters, JTAC and case classification. Michelle Goodman distributed copies of the questions that will be used for discussion on the case classification system.
7. **Other business.**
  - a. Judge Surbeck reported that he received a letter from St. Joseph County probation requesting permission to not use the Judicial Conference's risk assessment instrument required for juveniles and instead use the YASI (Youth Assessment and Screening Instrument) for risk assessment. The committee discussed that only the Board of Directors can waive Judicial Conference requirements for probation. The committee requested that Judge Surbeck inform St. Joseph probation that it can use the YASI in tandem with the Judicial Conference risk assessment instrument, but that a waiver of using the required instrument must come from the Board of Directors.
  - b. Jenny Bauer reported that the Recommended Special Conditions of Probation for Adult Sex Offenders approved by the Board of Directors in 2000 needs to be updated to include the mandatory restriction against sex offenders living within a mile of their victims and a more explicit definition for the restriction against possessing pornography. The committee requested that Ms. Bauer make the necessary changes.
  - c. Bob Champion distributed copies of the revised Probation Officers Update form. He reported that the form would be restricted to Supreme Court use. The committee requested that Mr. Champion make revisions to the termination section of the form to make it more clear the reasons that the probation officer left employment.
8. **2004 meeting schedule.** The following meetings have been scheduled for the Probation Committee in 2004: January 23, February 20, March 19, May 7 (lunch provided), July 23, and October 15.

Respectfully submitted,

Jenny Bauer  
Staff Attorney

